



FOOD AND DRUG ADMINISTRATION
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Announcement Number: FDA-9-4034

Opening Date: August 9, 1999

Closing Date: September 10, 1999

Position Title: Supervisory Veterinary Medical Officer

Series & Grade: GS-701-15

Promotion Potential: None

Salary Range: \$ 80,658 - \$ 104,851 per annum

Area of Consideration: Government Wide - Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply.

Type of Appointment: Career/Career Conditional
THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY

Relocation expenses: Will be paid

Organization, Duty Location: DHHS, FDA, Center for Veterinary Medicine (CVM), Office of Surveillance and Compliance, Division of Epidemiology, Rockville, MD, Metro Park North 2 Building

Commissioned Corps candidates may apply.

Conditions of Employment: Certain positions within the FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek additional information during the interview process prior to accepting such a position.

JOB SUMMARY:

This position is located in the Division of Epidemiology, within the Office of Surveillance and Compliance, Center for Veterinary Medicine (CVM). The incumbent of this position as a Supervisory Veterinary Medical Officer, serves as the Director, Division of Epidemiology. The mission of the Division is to promote animal and human health by characterizing the distribution and determinants of health events and identifying associations through a population-based scientific approach. **Specific duties include:**

- Plans, manages, organizes and directs all epidemiological support operations, the National Antimicrobial Resistance Monitoring System including response activities and associated epidemiologic research, veterinary drug residue monitoring activities, and other post-approval surveillance programs of the Division.
- Seeks and develops the most cost effective and fiscally responsible methods to conduct administrative and program management principles and skills when carrying out the mission of the Division.
- Initiates decision-making processes and documents, and participates fully in discussion and decisions concerning Office and Center plans, program and activities, both in strategic planning and actual determination.
- Develops and implements Division policies and plans, and makes critical decisions and provides expert advice and counsel concerning approaches and options that are sound and feasible in relation to Office and Center goals and objectives.
- Represents the Division and Office in dealing and negotiating with individuals representing organizations such as Congress; other Federal agencies; States, local and foreign governments.
- Directs the implementation of new laws and regulations which impact the mission of the Division.

QUALIFICATION REQUIREMENT:

The position has a minimum education requirement; therefore, all candidates who are changing occupations/series must submit either a college transcript or list of courses, including titles, credit hours, and grades documenting relevant courses to be considered for the position.

VETERINARY MEDICAL OFFICER, GS-701

Applicants must possess a degree of Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by (a) the American Veterinary Medical Association (AVMA), (b) a State department of education, or (c) a State Board of Veterinary Medical Examiners.

Graduates of foreign veterinary medical schools who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, (b) comprehension of and ability to communicate in the English language, and (c) passage of the written examination in veterinary medicine of the Educational Commission for Foreign Veterinary Graduates of the U.S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a Foreign Language at least 550 with a listening comprehension score of at least 60 points, (2) earning an advanced degree (i.e., an M.S. or Ph.D.) at a U.S. college or university, or (3) graduating from a U.S. or Canadian English speaking high school. The following are exceptions to these requirements:

- Veterinarians who qualified between 1965 and 1972, who hold certificates under the program of the Educational Commission for Foreign Graduates.
- Veterinarians who are graduates of foreign veterinary colleges that were included on the September 1, 1963, list entitled, "Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association, : and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972.

SPECIALIZED EXPERIENCE is experience, which is typically in or directly related to the work of the position. Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all qualification requirements, including time-in-grade, within 30 days after the closing date.

EVALUATION METHOD:

Candidates found basically qualified will be further evaluated by determining the extent to which their work or related experience, education, training, awards, etc., indicate their possession of the knowledge, skills, and abilities (KSA's) described below.

1. **Knowledge of management, administrative, and supervisory practices and procedures required to plan and direct work through subordinate supervisors and/or team leaders within a scientific environment focused on surveillance programs necessary for regulatory purposes.**
2. **Ability to apply the principles of epidemiology and surveillance to develop and manage monitoring programs for public health and regulatory decision making.**
3. **Ability to meet and resolve conflict in a scientific environment.**
4. **Ability to prepare briefing material and present data at scientific meetings.**

HOW TO APPLY:

A. Candidates may submit an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application **must** include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, courses titles, dates, number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment)

B. Additional Information

The following information/documents should be submitted with your application/resume, if checked:

- ✓1. Written response to the knowledge, skills and abilities
- ✓2. If claiming veterans' preference, DD-214 if claiming 5 points veterans preference
- ✓3. Both DD-214 and SF-15 if claiming 10 points veterans preference
- ✓4. College transcripts or list of courses, including title, credit hours and grade for each course
- ✓5. For status candidates, copy of most recent performance appraisal/evaluation, and a copy of last SF-50, Notification of Personnel Action
- ✓6. Applicant Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results MUST accompany the application package. If the highest degree was obtained in the U.S. no further evaluation is necessary.

Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)

If you are currently a DHHS employee you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a Reduction in Force (RIF) specific separation notice, (2) a notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area, (3) a Certificate of Expected Separation (CES), or (4) other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package;
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; and
6. Be rated well qualified for the position.
 "Well Qualified" means: a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. A cut-off score will be used to determine the well qualified applicant(s).

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the time frames established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.
 "Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skill, and abilities (KEAS) to succeed in the position being filled. Under merit promotion procedures, a cut-off score will be used to determine the well qualified applicant(s). Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

Send or bring applications to: Food and Drug Administration
 Center for Veterinary Medicine
 Attn: Ms. Vernelle Dewberry
 Room 217, Metro Park North I, HFA-423
 7520 Standish Place
 Rockville, MD 20857

Faxed copies of this announcement may be obtained by calling (301) 827-4287 or visit our Website at www.Usajobs.opm.gov/a9fda.htm.

Applications received become the property of the Center for Veterinary Medicine.

Applications submitted in postage paid Government envelopes will not be accepted.

Additional forms and information may be obtained from the address above or by calling Ms. Vernelle Dewberry at (301) 594-0195. Candidates must submit a complete application package that is received or postmarked by the closing date of this announcement.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age (with authorized exceptions) or any other non-merit factor.